



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

COMNAVREGSWINST 12510.2A
N04HD

IN REPLY REFER TO:

30 MAR 2005

COMNAVREGSW INSTRUCTION 12510.2A

Subj: CIVILIAN POSITION MANAGEMENT PROGRAM

Ref: (a) OPNAVINST 12500.3

Encl: (1) Position Management Board Recruitment Request Form
(2) Position Management Board Checklist

1. Purpose. Reference (a) provides Department of Navy policies, objectives and guidelines for the development, implementation and administration of effective position management programs. This instruction outlines the Commander Navy Region Southwest's (CNRSW) guidelines for position management review and is directed to all personnel having responsibilities for position management and/or planning, recommending, evaluating or approving organization and position structures.

2. Cancellation. COMNAVREGSWINST 12510.2.

3. Authority and Responsibility

a. CNRSW Installation Site Managers, Program Managers and Program Directors. All line Managers and Supervisors are responsible for structuring positions and organizations in a manner that optimizes economy, productivity and organization effectiveness. Basic position management objectives shall include:

(1) Position structures that achieve a proper balance among efficiency, economy, skills utilization, and employee motivation and development.

(2) Utilizing the most effective work processes, methods, equipment and techniques.

(3) Distributing resources efficiently to aid in identifying, eliminating and preventing unnecessary organizational fragmentation, excessive layering and use of deputy/assistant positions, improper design of jobs, and inappropriate span of control.

COMNAVREGSWINST 12510.2A

30 MAR 2005

(4) Regional consistency and Human Capital Strategy.

(a) When a position becomes vacant or if there is an increase in permanent workload due to a new requirement or mission, all supervisors/managers shall consider methods and processes to accomplish work more effectively and efficiently without additional human resources.

(b) When this is not feasible, Program Managers, and Regional Program Directors shall:

1. Review vacant and new positions for proper classification, recruitment alternatives, career ladder potential, relationship or potential impact to existing positions and performance with authorized funding and Full Time Equivalent (FTE) levels.

2. Consider the impact of position management decisions on other programs and/or Base requirements.

3. Evaluate subordinate managers and supervisors for effective application of sound position management principles.

4. Consider the impact of Integrated Process Teams (IPTs), the Total Force concept and other Department of Defense (DoD), Navy, Claimant or Regionwide initiatives.

b. Position Management Board (PMB). The PMB is composed of the Chief of Staff (COS), N01H; Executive Director (ED), N01HED, Regional Deputy Comptroller, N80HA; and Business Manager, N02IID. The Manpower Director (N06HD) and the Human Resources Director (N04HD) serve in an advisory capacity to the PMB. The Board is designed to oversee and manage personnel resources by ensuring allocation and expenditures are in alignment with strategic initiatives and sound position management practices and principles.

4. Actions Requiring Review. Submit the following actions to the PMB for review and approval:

a. Establishment or backfilling a high-grade position (GS-14/15, NF-5, SES).

30 MAR 2005

b. Deviations from approved staffing plans, Most Efficient Organization (MEO) or allocated Capabilities Based Budgeting (CBB) FTE and funding controls; and any personnel action that will result in expenditure of funds beyond those authorized for the program/functional area in a given fiscal year.

c. All actions which will result in "accretion of duties" promotion.

d. Details and reassignment of employees across programs, i.e., to a different program.

e. Establishment of a civilian position when the work had been performed by a contractor and/or had been outsourced.

Note: Changes in funding or operational conditions may require changes to the scope of personnel actions subject to PMB for approval. Should the Regional Commander, Chief of Staff, or Executive Director determine temporary changes are necessary, appropriate notification will be issued.

5. Actions Not Requiring PMB Approval. The following types of personnel actions do not require PMB approval unless otherwise directed by the COS/ED:

Note: Click on hyperlinks or go to www.cpms.osd.mil for general definitions.

a. Backfilling of a MEO position in an approved Commercial Activities (CA) study.

b. Backfilling a Direct-funded position within CBB billet and funding allocations.

c. Backfilling a Reimbursable-funded position within CBB billet controls and for which reimbursable funds are in place.

d. Conversion of a full-time position to part-time.

e. Details (within a program) made in increments of 120 days, not to exceed one year.

f. Reassignment actions (within a program).

g. Temporary Promotions to existing, funded positions.

20 MAR 2005

6. Review Criteria. Actions will be reviewed against the following criteria:

a. Whether the position, at the desired grade(s), has been validated by a CA study, a Functionality Assessment (FA), or a Management Advisory Study (MAS).

b. Availability of funding/FTE.

c. Importance of position in performing key functions of the program.

d. Critical nature or critical needs of the program area as reflected by the request.

e. Degree to which the request reflects and promotes economy and efficiency.

f. Proper organizational alignment, including regional classification consistency, span of control, etc., as reflected in current program organizational charts matching controls.

7. Process Responsibility

a. NRSW Site Most Efficient Organization (MEO) team: Determines if the action requested by the site is a backfill action of a MEO covered position, a change, variation or deviation. The cognizant Program Manager and Regional Program Director shall be informed of any determinations.

b. NRSW Program Manager (PM): For actions that do not require PMB approval, a Request for Personnel Action (RPA) is required. RPAs must include the following statement in the remarks section: "Action does not require PMB approval because [cite the exception in paragraph 5, such as action is a backfill of an MEO position]. Resource Management verified funding and FTE availability and the Business Office validated CA/FA/MAS codes (if applicable). Approved by the PM on [date]" For actions requiring PMB approval, complete the PMB request form, enclosure (1). The justification should include a coordination summary with applicable offices such as Resource Management, Business Office and Human Resources. PMs shall obtain approval from the applicable CNI Program Director for deviations from approved staffing plans or authorized FTEs and controls.

30 MAR 2005

The revised PMB request form shall be sent to the servicing Human Resources Office (HRO) and Manpower for final review. Submit justification on the PMB form. Ensure RPAs are generated and routed upon PMB approval. Annotate the following statement in the remarks statement of the RPA for PMB approved action: "Approved by CNRSW PMB on [date]." Inform Manpower when positions are filled.

c. NRSW Regional Program Director (RPD): Issues internal guidance and direction to PMs as appropriate to ensure effective exercise of position management responsibilities.

In exercising regional fiscal management responsibility and maintaining CBB controls, a RPD may not concur with implementation of the MEO/CA blanket exception to the PMB review process or may, after implementation, withdraw concurrence due to fiscal considerations during the FY. If a RPD does not concur, or requires temporary restriction on the exemption, prepare an impact statement with a recommendation and forward to the ED for consideration. The ED will then decide if a permanent/temporary restriction for that program is warranted.

d. NRSW Resource Management Office (RM). Ensures funding and FTE availability and validity for all new, backfill and accretion actions. If there are discrepancies within authorized controls or structure annotated, the PM may not proceed with recruitment as a PMB exception until the matter is resolved.

e. Business Office/Strategic Sourcing (SS). Validates CA codes for all positions. Validation includes: Positions not under study, positions under CA/FA study, identification of positions marked for savings, and other Strategic Sourcing initiatives. If there are discrepancies, the PM may not proceed with recruitment as a PMB exception until the matter is resolved.

f. Servicing Human Resources Office (HRO). Reviews PMB requests, organization charts, Standard Organization and Regulations Manual (SORM) and any supporting documentation provided by PMs. Provides position classification, position management, and recruitment advisory services to supervisors and managers. Reviews the position description of record or a draft position description for validation of pay plan, series, title and grade and regional classification consistency.

COMNAVREGSWINST 12510.2A

30 MAR 2005

Coordinates with PMs and/or subject matter expert in making Fair Labor Standards Act (FLSA) and competitive level code determinations for newly established positions. Coordinates changes with the PMs and forwards the PMB request to the Central HRO.

g. Central HRO. Reviews PMB requests, returns incomplete requests when required information is incomplete, schedules PMB meetings, prepares/disseminates the PMB agenda and disseminates the results of PMB decisions.

h. Position Management Board (PMB). Approves, denies or places requests for approval on hold.

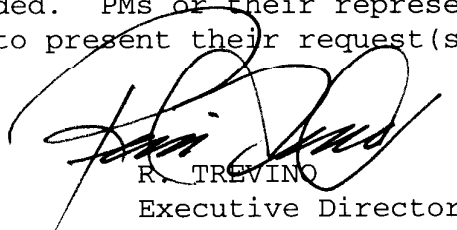
i. Manpower (MPWR). Ensures validity of billet. Submits Activity Manning Document (AMD) changes to Manpower Claimant Authority (MCA), as needed.

8. Frequency of PMB Meetings and Emergency Requests for PMB approval:

a. Frequency of PMB Meetings: The PMB will typically convene once a month or on an as needed basis.

b. Emergency Requests: If a PM needs approval to fill an absolutely mission critical position and is unable to wait for the next PMB meeting to make a presentation, the PM will coordinate with their RPD and with the Resource Management, Strategic Sourcing, Manpower and servicing HRO. The RPD will then forward the PMB request form, relevant pages of the organization chart and any supporting documentation to each PMB member.

9. Content of Requests for Position Management Review. Enclosure (2) is a checklist to assist PMs when they are required to make presentations to the PMB. When applicable, workload data, cost analysis data, onboard history or other information may be provided. PMs or their representatives may appear before the Board to present their request(s).


R. TREVINO
Executive Director

Distribution:
All COMNAVREGSW

Attachment: -(...)
(Program Abbreviation - Number)
Example: Fire-1

POSITION MANAGEMENT BOARD RECRUITMENT REQUEST FORM

Please label your attachment as instructed in the upper right hand corner (above).

PROGRAM **A - L** (blank) **M - W** (blank)

BASE LOCATION **POINT OF CONTACT** **PHONE#:**
Broadway Complex

POSITION INFORMATION: **PAY PLAN:** **SERIES:** **GRADE:** *List all grade levels at which recruitment will be done*
TITLE: **PD#:** **BIN#:** **ORG CODE:**

VACANT: Yes **VICE (FULL NAME):** **# OF VACANCIES REQUESTING TO FILL:** (...)
REASON POSITION IS BEING VACATED: (...) **DATE VACATED:**

ACTION REQUESTED (...)	TYPE OF REQUEST	FUNDING	STUDY TYPE
	<input type="checkbox"/> Permanent	<input type="checkbox"/> Direct	<input type="checkbox"/> CA
	<input type="checkbox"/> Term Not to Exceed (...)	<input type="checkbox"/> Reimbursable Customer	<input type="checkbox"/> FA/BCA
	<input type="checkbox"/> Temporary Not to Exceed: (...)	Name)	<input type="checkbox"/> MAS/SMRD
	<input type="checkbox"/> Student Temporary Program	CBB CL-... ROC-(...)	<input type="checkbox"/> N/A

POSITION BILLET PROFILE *Information below refers to the position billet(s) you are requesting to fill at this time*
NUMBER OF SAME BILLETS AT SAME LOCATION: **OVERALL SAME BILLETS THROUGHOUT THE REGION:**
(Within your own program) (Within your own program)
Total # of employees on board at same base location: Total # of Employees On Board
Total # of vacancies at same base location Total # of Vacancies

IDENTIFY DUTIES THAT THIS POSITION PERFORMS

based on the position description and the actual duties being performed

Duty # **Brief Description of Major/Minor Duties**(include at least 2)

**% of time spent
performing duty**
(Total may not exceed 100%)

1
2

%
%
%
%
%
%
%
%
%
%

In the space below, explain why this position is needed

20 MAR 2005

POSITION MANAGEMENT BOARD CHECKLIST

#	ACTION	
1	Ensure proper coordination -To include RPD, CO, HRO, RM, Bus Ofc, Manpower, etc., as necessary	
2	Complete PMB Request Form -Label all of your program requests in numerical sequence -Ensure all blocks are completed (funding, position, etc.) -Use the current version of the PMB Request Form -Document any coordination in the remarks section of form	
3	Submit the PMB Request Form to the servicing HRO	
4	Inform the HRO on who will be presenting the PMB request -If presentation will be by phone, provide contact phone #	
5	Ensure accuracy of program organization charts -Ensure org charts have numbered pages -Ensure positions being requested to fill are highlighted	
6	Post revised program organization charts on eKM	
7	Bring six copies of the relevant pages of org charts to the PMB for each PMB member & advisors.	
8	Bring one complete set of the program org charts for personal reference	
9	Bring any other supporting documentation as necessary e.g., if making a cost argument, bring cost data/analysis	
10	If requesting approval for an accretion, ensure you document and can articulate what has changed to warrant an upgrade.	